



**LOUISIANA
BOARD OF PARDONS AND PAROLE**

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BOARD DIRECTIVE

SUBJECT: MANAGEMENT INFORMATION SYSTEMS AND CASE RECORDS

REFERENCE: ACA Standards 2-1060, 2-1064, 2-1074, 2-1074-1, 2-1075, 2-1095, 2-1130

AUTHORITY: LAC Title 22, Part V, La. R.S. 15:572, and Part XI: La. R.S. 15:574.2

POLICY:

The Louisiana Board of Pardons and Parole shall utilize all information systems available in order to render fair and informed decisions regarding clemency, parole, and revocation.

PROCEDURES:

A. DOC Offender Management System

The Chairman shall act as liaison between the Board and the Department of Public Safety & Corrections (DPS&C) Office of Information Technology (OIT) to assure the DPS&C Offender Management System is fulfilling the requirements of the Board.

B. Case Records

1. The Board shall have access to electronic information as well as paper files. Such files shall provide all pertinent information regarding an offender's hearing before the Board.
2. Information provided by DPS&C Office of Adult Services shall be as outlined in Department Regulation B-01-001, "Institutional Progress Report".
3. Information provided by the Division of Probation & Parole shall be as outlined in Department Regulation C-07-001, "Probation & Parole Officer's Manual".
4. Information contained in the hard file and electronic file shall be comprehensive and organized for ease of use.

- a. Materials in the parole case file (hard file) shall be appropriate, well organized and identified in a way which meets the needs of the Board and provides for ease of access. The case file should be arranged in chronological order, with the most recently dated material on top:

- i. Left Side of file folder:

- 1. Certificate of Parole
 - 2. Current Master Prison Record (MPR),
 - 3. Parole Decision Form (includes Revocation Decision)
 - 4. Parole Panel Vote Sheet ~~(on top)~~
 - 5. NCIC Flash, if available
 - 6. Louisiana State Police and FBI Rap Sheets
 - 7. Parole Revocation Decision Form

- ii. Right Side of file folder:

- 1. Pre-Parole Investigation ~~(on top)~~
 - 2. Institutional Progress Report (with all attachments)
 - 3. Opposition/Support Letters
 - 4. Correspondence to offender
 - 5. Interstate Compact forms/correspondence
 - 6. Residence and Employment plans
 - 7. Violation Reports
 - 8. Transport Letters
 - 9. Notification Letters (District, Victim, District Attorney)
 - 7. All other correspondence

- b. Materials in the pardon case file shall be appropriate, well organized and identified in a way which meets the needs of the Board and the Governor. The case file should provide for ease of access and should be arranged as follows in the order indicated.

- i. Left side of folder:

- 1. Letter of recommendation to Governor (on top)
 - 2. Synopsis of case
 - 3. Notification to applicant of scheduled hearing
 - 4. Letters from judicial and law enforcement officials, and victims
 - 5. Most current Master Prison Record (MPR)
 - 6. Clemency investigation
 - 7. Board request for clemency investigation

8. Affidavit verifying required advertisement, with copy of ad
9. Instructions to applicant regarding required advertisement

ii. Right side of folder:

1. Board vote sheet/results of clemency hearing (on top)
 2. Clemency application from offender
 3. Board vote sheet - consideration of application
 4. Board letters notifying all concerned of scheduled hearing date
 5. All other correspondence.
5. Information shall have source reference and shall be identified as confidential if appropriate.
 6. Any unverified, missing or misinformation, shall be identified and corrected as soon as possible.
 7. If required, information shall be available from qualified medical and mental health professionals.

C. Electronic Recording of Pardon and Parole Decisions

The Board of Pardons and Parole shall enter official Board decisions into the electronic offender file accurately and timely. The Board shall also inform the DPS&C Office of Adult Services and/or Division of Probation & Parole, as appropriate, of any discrepancies noted during the pardon and/or parole process.

D. Statistical Reports

1. The Board of Pardons and Parole shall maintain statistics regarding its operations and shall participate in the DPS&C monthly reporting process as detailed in DPS&C Regulation C-05-001, "Activity Reports/Unusual Occurrence Reports Operational Units".
2. The Board of Pardons and Parole shall review statistical reports generated by the DPS&C regarding offender populations, offender demographics, and offender status. These reports should be reviewed at least quarterly.

E. Confidentiality of Information

Board members shall adhere to DPS&C Regulation B-03-004, "Access to and Release of Active and Inactive Offender Records", and B-06-001/HC-25, "Confidentiality", regarding confidentiality of offender information.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*